

Callegra Voicemail User – Quick Reference

FROM THE MAIN MENU

- Press **7** to play voicemail messages.
- Press **6** to make a new message.
- Press **8** to change user options including:
 - Recorded Name
 - Recorded Greeting
 - Change Your Passcode
- Press **9** to exit the system or simply hang up.

Note: As new features are enabled to the system, these items are added to the basic menu of options.

CHANGE MAILBOX NAME

After logging in, from the main menu:

- Press **8** to change user options.
- Press **1** to change mailbox setup.
- Press **3** to change mailbox name.
- Press **3** again to discard mailbox name and record a new one. Press the # key when done.

TO CHANGE YOUR GREETING

After logging in, from main menu:

- Press **8** to change user options.
- Press **1** to change mailbox setup.
- Press **1** to change your greeting.
- Press **3** to discard an old greeting and re-record, press the number of the greeting you want to record; record at the tone and press the # key when done recording.
- Press **7** to play the greeting and then enter the greeting number you wish to play.

TO CHANGE YOUR PASSCODE

After logging in, from main menu:

- Press **8** to change user options.
- Press **1** to change mailbox setup.
- Press **2** to change your passcode.
- Press **3** to delete and enter new passcode.
- When prompted, enter new passcode again.
- Your passcode is now a private passcode.

RECORD AND SEND MESSAGES

To make a message, from main menu:

- Press **6** to make new message.
- Enter the destination mailbox number where you want to send a message.
- Record message and press the # key when done.

PLAYING VOICE MESSAGES

After logging in, from the main menu:

- Press **7** to access voicemail messages.
 - Press **7** to play new messages.
 - Press **8** to play saved messages.

While playing Message:

- Press * (**star**) to rewind 5 seconds.
- Press # (**pound**) to forward 5 seconds.
- Press **1** to pause.

Options while playing or after hearing a message

- Press **7** to replay message again from beginning.
- Press **8** to hear the message date and time.
- Press **9** to exit without saving message.
- Press **2** to reply or forward message.
- Press **3** to delete a message.
- Press **4** to go back to previous message.
- Press **5** to save/keep a message.
- Press **6** to skip to the next message.

DELIVERY OPTIONS – Optional

After recording a message, press # for further options:

- Press **9** to send/deliver a message.
 - Press **9** for Normal delivery (*optional*).
 - Press **1** for Urgent delivery (*optional*).
- Press **7** to play back.
- Press **3** to discard and rerecord.
- Press **5** to deliver to another mailbox.
- Press **2** to add comment.
- Press **6** for message addressing options:
 - Press **1** for Return Receipt.
 - Press **2** for Confidential.
 - Press **3** for Future Delivery.
- Press **4** to cancel the destination mailbox.
- Press **1** to cancel message.